



DEPARTMENT OF THE NAVY
NAVAL AUXILIARY LANDING FIELD
SAN CLEMENTE ISLAND
PO BOX 357054
SAN DIEGO, CA 92135-7054

1700
N01
25 Aug 14

NALF SAN CLEMENTE ISLAND STANDARD OPERATING PROCEDURE (SOP)

Subj: HOW TO DO BUSINESS ONBOARD SAN CLEMENTE ISLAND

Ref: (a) NALFSCIINST 5585.2A
(b) OPNAVINST 5585.2B

Encl: (1) Standard Operating Procedure
(2) Guidance to establish a Private Party Account
(3) Island Recreation Committee Waiver and Release of Liability

1. Purpose. To establish and implement the various procedures concerning traveling to/from and conducting business or training on or around Naval Auxiliary Landing Field (NALF), San Clemente Island (SCI).

2. Applicability. This standard operating procedure (SOP) is applicable to all military and civilian personnel assigned to or visiting SCI.

3. Action. This SOP establishes specific guidance for procedures concerning traveling to/from, and conducting business or training on or around SCI.


C. E. KIRBY

Distribution:
List I, II, III, & IV

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STANDARD OPERATING PROCEDURES

1. Airfield Services.

a. Personnel must have an appropriate (4790/102b or government) license to operate equipment.

b. For fuel information and support equipment availability, contact the Line Division Leading Chief Petty Officer at (619)524-9247 or (619)524-9127/9228.

c. No hangar space is available for maintenance.

d. Personnel requiring access to the airfield are required to complete an Airfield Vehicle Operators Indoctrination Course (AVOIC). The AVOIC may be scheduled by contacting Air Operations at (619)524-9246 or (619)524-9236.

2. Air Traffic Control.

a. Detailed information concerning Air Traffic Control Services (ATCS), to include airfield lighting, requests for extended field hours and extensive support or services outside of normal working hours, must be submitted in writing to the Air Operations Officer at least 72 hours in advance.

b. Points of Contact.

(1) Air Traffic Control Facility Officer (ATCFO)
(619)524-9000.

(2) Office (619)524-9246.

(3) Radar (619)524-9307.

3. Base Security. Security can be contacted at (619)524-9243.

a. Vehicle Code. All motor vehicle operators must have a valid state driver's license and military or Naval Base Coronado (NBC) issued ID with them while driving onboard SCI.

b. Speed Limits. Maximum speed limit on any paved road anywhere on the island is 35 mph unless otherwise posted.

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Maximum speed limit on any unpaved road is 20 mph.

c. Traffic Court. If issued a citation for any traffic violation, points will be assessed against your driving record or a Los Angeles County Magistrate Ticket will be issued. To contest a citation based on points, you must report to traffic court on North Island Bldg 680, hours of operation are from 0800-1500 Monday - Wednesday and Friday. Due to varying work schedules it is highly recommended that you call (619)545-9587 and make arrangements if you wish to contest your citation. If issued a Los Angeles County Magistrate Ticket you will have to pay the ticket or appear in a Los Angeles County Court to contest the ticket.

d. Accidents. If involved in any accident, immediately notify Security at (619)524-9243. Refrain from moving the vehicle(s) until Security Patrol arrives. Do not leave the scene unless required for safety. If you must leave the scene, proceed directly to Security Department located at Bldg 60151, or if warranted, to Medical Clinic located at Bldg 60126.

e. Roads. All tracked vehicles and all vehicles over the established 15,000 lbs rating are limited to the established Medium Tactical Vehicle Replacement/Armored Vehicle Maneuvering Road (MTVR/AVMR) trail, paralleling Ridge Road. Caution should be exercised due to the existence of deep ruts in the immediate vicinity of the road shoulder in many areas. Vehicles running off the road and into these ruts may incur severe damage. All dirt ancillary roads are off limits at night and during seasonal heavy rains unless authorized in writing by the Officer-in-Charge.

f. ATV/ORV/LSV Guidelines. OPNAVINST 5100.12J page 26, states that all Sailors and DoD civilian personnel who operate government-owned, leased, or rented All-Terrain Vehicles (ATV) and off road vehicles (ORV) shall successfully complete the Specialty Vehicle Institute of America (SVIA) ATV rider course or an OPNAV N09F/COMNAVSAFECEN approved ATV and ORV course prior to operating these vehicles. ATV and ORV course availability can be found on the ESAMS website, or by contacting either the local base or installation safety office or SVIA: www.svia.org; phone (800)887-2887. Low speed vehicles (LSV) operated on roadways will be treated as motor vehicles and marked with the

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slow moving vehicle emblem. All LSVs shall meet DOT FMVSS 500 safety requirements such as windshields, exterior mirrors mounted on driver and passenger sides of the vehicle, head lamps, tail lamps, brake lamps, emergency flashers and turn signals, reflectors, parking brake, safety belts, vehicle identification numbers, and horn or warning device. These requirements do not apply to golf carts because their speed, as manufactured, is less than 20 miles per hour (mph). However, if any golf cart is modified so that its maximum speed is over 20 mph, it must conform to the above standards. Contractors, NRO personnel and all other civilian entities operating ATVs ORVs and LSVs must comply with OPNAVINST 5100.12J.

4. Billeting.

a. Contact the SCI Billeting office at DSN: 524-9202 or Commercial: (619)524-9202 during normal working hours or (619)572-6606 after working hours.

b. Travel card/credit cards will be required to establish reservations.

c. Berthing is extremely limited on San Clemente Island. All visitors will be housed in transient quarters (Navy Gateway Inn Suites). In cases of operational necessity, exceptions allowing transient active duty personnel to temporarily occupy permanent party quarters for short periods may be made by the Officer-In-Charge. These requests will be handled on a case-by-case basis based on justification from the requesting command. As no housekeeping services are provided in permanent party quarters, personnel are required to supply their own cleaning gear and toiletries and must pass a room inspection prior to checkout. Failure to maintain cleanliness and preserve the material condition of quarters assigned will result in prohibition from further use by the offending command and administrative action on the offending individual. In the event of a lockout please contact the above billeting number. Security Department is not responsible for lockouts.

5. Restrictions. Certain restrictions to personnel movement have been established to ensure the safety of personnel onboard SCI.

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a. Driving. Vehicular travel is prohibited outside the Wilson Cove area between sunset and sunrise unless authorized in writing by the Officer-in-Charge or carrying out official business. Authorized personnel will notify Security Department at (619)524-9243 prior to and upon completion of traveling during hours of darkness.

b. CBH. Personnel are not allowed in rooms assigned to personnel of the opposite gender unless those personnel are related (spouses, parents, children, siblings, etc).

c. Walking. Pedestrian foot traffic is prohibited between sunset and sunrise unless authorized in writing by the Officer-in-Charge. Except in the near vicinity of the barracks and common areas.

6. Entry Requirements. Only those personnel with officially approved business on San Clemente Island will be allowed on the island. Each individual shall possess a valid U.S. Government/military identification card, or a NBC issued contractor ID badge. All transient military and civilian personnel require an SCI point of contact (sponsor). This POC will coordinate flight or surface transport and ensure that transient personnel are properly manifested, accounted for, and collected upon arrival at the Air Terminal or Port Ops, as appropriate. Personnel arriving via watercraft means and from other than the NASNI air terminal shall provide an accurate manifest and ETA to SCI Security Department. SCI Security Department will meet those personnel at Wilson Cove Pier; verify identities prior to the debarkation of the vessels.

7. Environmental and Natural Resource Programs. SCI is home to several endangered or threatened animal and plant species. Environmental compliance issues are the responsibility of all personnel and infractions can be costly to organizations that do not conform to SCI biological and cultural constraints. Ensure your SCI government sponsor informs you of any environmental compliance issues within your training or work area. For more information contact the Natural Resources Office (NRO) Island Manager at (619)524-9022.

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a. Do NOT feed any animals, especially the foxes or feral cats. To prevent accidental feeding, all trash, food waste, and training refuse shall be properly disposed in animal proof containers.

b. No driving off-road unless in a designated training area for training purposes. Off-roading may result in the destruction of endangered plants or animal habitats and/or could result in erosion issues.

c. Do NOT remove any archaeological artifacts. Violations will result in administrative and potential criminal action.

Note: If you hit or injure an animal, damage a plant, run off of a road, or see someone executing a violation of any environmental laws or regulations; it is your responsibility to REPORT the incident(s) to Security Department IMMEDIATELY. Organizations that cause damage to archeological sites, sensitive vegetation, or wildlife will be held financially responsible for any remediation measures.

8. Fire Alarm and Fire Reporting Procedure. For emergencies, call 4-9911 (land lines only).

9. Fuel Use.

a. Government. Prepare a DD 1149 or a funding document with the following information: Unit Identification Code (UIC), activity name, POC information, fund, signal, and Department of Defense Address Code (DODAC). The form can be faxed to Air Ops Fuel Distribution office, (619)524-8838 or (619)545-8841. Bulk or mobile fuel requirements must be requested from the Public Works Center (PWC) Transportation Supervisor at (619)524-9160/9162. The delivery driver will prepare documentation with a valid Job Order Number.

b. Military Contractors. Submit a Fuels Purchase Agreement (FPA) which can be found at <http://www.desc.dla.mil/DCM/Files/FPA%201122%2018%20Jun%2007.doc> and a company letterhead memorandum with your assigned contract number to:

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Defense Logistics Agency
Defense Energy Support Center
Building 16241-K
2261 Hughes Avenue, Ste 128
Lackland AFB, TX 78236-9828

SUBJECT: Authority to Use Government Supply Source;
Purchasing Defense Energy Support center (DESC)
Owned Fuel

c. If you have any questions pertaining to this request, contact (210)925-4887 or Fax: (210)925-9520. This process can take up to thirty days, so plan accordingly.

d. Department of Defense (DOD) Personnel should utilize Military Interdepartmental Purchase Request (MIPR) funds using DD Form 448. The form should be faxed to Commander Navy Region Southwest (CNRSW), at (619)532-1184. Contact CNRSW at (619)532-3090 for any information or questions.

e. Other Navy Departments (active duty) should use NAVCOMPT 2275 form and fax it to CNRSW, at (619)532-1184. Contact CNRSW at (619)532-3090 for any information or questions.

10. Ground-Disturbing Activities. Ground-disturbing activities are prohibited without proper Site Approval Request (SAR) approval by Categorical Exclusion (CATEX) or Environmental Impact Statement/Environmental Impact Report (EIS/EIR). Additionally, all ground disturbance activities require UXO avoidance measures in accordance with EM385-1-97. POC is Ginger Strouse, NAVFAC SW SCI, (619)524-9473.

11. Mandatory In-Brief. A mandatory in-brief is required for all personnel visiting SCI and all permanent party personnel checking on board. Topics include:

a. Unexploded Ordnance (UXO) (Range Access Brief required annually).

b. Environmental Awareness do's and don'ts. Watch NRO DVD.

c. Safety protocols for SCI.

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d. Training/operating/maneuvering boundaries and restrictions.

e. Supporting infrastructure and recreation.

f. Contact & SCI Government Sponsor information.

12. Medical Requirements. SCI is an isolated location with a small Branch Medical Clinic (BMC) and limited resources. There are no doctors on the island. Medical Personnel can be contacted at (619)524-9356.

a. Personnel with existing medical conditions are required to provide a list of medications to BMC.

b. Pregnant personnel are not authorized on SCI after 20-weeks. If traveling to SCI before the 20-week period, inform BMC when you are on island and when you will be departing.

c. Report any medication allergies to BMC.

Note: In the event of an emergency or accident, medical will need this information to provide proper treatment.

13. Mess Requirements.

a. Meals are paid for prior to consumption. For current meal prices, contact Galley Core at (619)524-9197.

b. Transient units requiring galley services shall notify the Galley Manager two weeks in advance with the total number of personnel and dates that the galley will be utilized.

c. Special hot or cold meals (Boxed Meals) are available upon request through the Island Operations Officer. A minimum of 24-hours advance notice is required and payment is due when the meals are ordered.

d. Clean uniform/civilian attire will be worn at all times at dining facilities. NO shower shoes/sandals, tank tops, undershirts worn as outer garments, physical training (PT) gear, or hats will be allowed.

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Note: Personnel operating the dining facility will refuse admittance to personnel not properly attired.

e. Phone numbers for the Galley CORE and manager DSN: 524-9197, Commercial: (619)524-9197 or (619)313-2464 (leave a message) or FAX (619)524-9381.

14. Military Working Dogs. No dogs or other pets are allowed on SCI. Per references (a) and (b) the only dogs authorized on SCI are law enforcement/Military working dogs (drug, bomb, security dogs). All requests require prior coordination through security and final OIC approval.

15. Navy Contracted Air Services.

a. The SCI contract airline exists to provide transportation of active duty military personnel and DoD on a Space "A" basis to those with valid need to conduct official business on SCI. **Cargo and troop transport are not authorized.** For groups requiring transportation for 10 or more personnel, it is recommended that alternate means of air transportation be acquired. Information regarding civilian aircraft landing permits may be obtained through the Air Operations Officer at 524-9000.

b. All passengers are subject to search. This includes personnel and carry-on baggage. Per the UCMJ, FAA, NTSB, and TSA guidelines, discovery of prohibited items will result in administrative action and potential criminal prosecution. Prohibited items include, but are not limited to, weapons, illegal drugs, explosives, flammable liquids, aerosols, compressed gas canisters, plants, and animals (except military working dogs and SCI native species requiring transport for rehabilitation or release).

c. All passengers shall be positively identified and verified against the manifest at time of aircraft boarding.

d. Passengers are required to check-in for their flights one hour before the scheduled departure. Each passenger is allowed 20 pounds of baggage per flight. No single bag shall weigh in excess of 20 pounds. Passengers with a need to transport more than 20 but less than 40 pounds of gear may send

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a second bag of not more than 20 pounds on a Space Available basis. The second bag may or may not be carried on the same flight. Passengers are advised that there is no storage area at either SCI or North Island (NI) for leftover bags. Seats may be booked by calling the SCI Air Terminal at (619)524-9182/83.

e. Uniform of the day is required for active duty military members. (At Department Head discretion, military members are authorized to wear appropriate civilian attire when departing SCI). Proper civilian attire is permissible for civilians. Open-toed shoes/sandals are not allowed. Transportation of hazardous materials is not allowed. No aircrew survival pyrotechnics are authorized.

f. The maximum allowable size of ice chests is 48 quarts.

g. All support/test equipment must be sent via the supply barge.

h. Civilian contractors working for extended periods on SCI should contact their SCI points of contact for assistance in obtaining flight scheduling web accounts.

Note: For additional information, contact the Air Terminal Manager at (619)524-9229.

16. NAVFAC PWC-SW Public Works Support: DOD and Military Units

NAVFAC-SW NWCF
1220 Pacific Highway
San Diego, CA 92132-5190

For NAVFAC-SW to be able to provide PW services we must first receive a funding document to cover the estimated cost of the requested service. Funding documents received from Navy or Marine Corps activities should be provided on a NC2275 (ORDER FOR WORK AND SERVICES), NC2276A (ORDER FOR WORK AND SERVICE/DIRECT CITATION) or DD1149 (REQUISITION AND INVOICE / SHIPPING DOCUMENT - only accepted from Fleet mobile units). Funding documents received from DOD activities other than Navy or Marine Corps should be provided on a DD448 (MILITARY INTERDEPARTMENTAL PURCHASE REQUEST). The "TO:" data should be addressed as identified below.

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If you do not wish to include our activity name on the first line of the address you may include our command acronym NAVFAC-SW.

Naval Facilities Engineering Command (NAVFAC-SW)
Attn: NWCF Financial Management
Southwest Working Capital
1220 Pacific Highway
San Diego, CA 92132-5190
Fax: (619)532-4085/2490 Phone: (619)532-3488

After we receive and process the funds authorization we will establish a NAVFAC-SW job order number (JON) in DWAS.

All incoming funding documents must be submitted through our new email addresses as listed below. The complete funding document number must be contained in the subject line and only one document should be attached to each email. Please do not send funding documents directly to any personal email account. These shared folders will be worked by the assigned personnel and routinely monitored. We have attempted to distribute this process change to everyone we service. If we have missed anyone please disseminate as necessary within your respective organizations.

If you lack the capability to forward documents through email, you may fax documents to (619)532-2490 ATTN: NWCF AR. Please include your organization's name or BCN/UIC, telephone number and email address to allow us to reach you for further information.

NAVFAC_SW_NWCFARIncomingFundingDocuments_AirForce@navy.mil
NAVFAC_SW_NWCFARIncomingFundingDocuments_Army@navy.mil
NAVFAC_SW_NWCFARIncomingFundingDocuments_CoastGuard@navy.mil
NAVFAC_SW_NWCFARIncomingFundingDocuments_DOD@navy.mil
NAVFAC_SW_NWCFARIncomingFundingDocuments_Federal@navy.mil
NAVFAC_SW_NWCFARIncomingFundingDocuments_Marines@navy.mil
NAVFAC_SW_NWCFARIncomingFundingDocuments_NAFI@navy.mil
NAVFAC_SW_NWCFARIncomingFundingDocuments_Private@navy.mil
NAVFAC_SW_NWCFARIncomingFundingDocuments_MerchantCard@navy.mil
NAVFAC_SW_NWCFARIncomingFundingDocuments_NavyN00000-
N00239@navy.mil

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NAVFAC_SW_NWCFARIncomingFundingDocuments_NavyN00240-N00244@navy.mil

NAVFAC_SW_NWCFARIncomingFundingDocuments_NavyN00245-N39999@navy.mil

NAVFAC_SW_NWCFARIncomingFundingDocuments_NavyN40000-N60999@navy.mil

NAVFAC_SW_NWCFARIncomingFundingDocuments_NavyN61000-N66000@navy.mil

NAVFAC_SW_NWCFARIncomingFundingDocuments_NavyN66001-N68999@navy.mil

NAVFAC_SW_NWCFARIncomingFundingDocuments_NavyN69000-N99999@navy.mil

NAVFAC_SW_NWCFARIncomingFundingDocuments_NavyR00000-R99999@navy.mil

NAVFAC_SW_NWCFARIncomingFundingDocuments_NavyV00000-V99999@navy.mil

Note: For Guidance to establish a Private Party Account please refer to enclosure (2).

b. NAVFAC PWC-SW Maintenance Support. For maintenance requirements, contact Maintenance Foreman, at DSN: 524-9174 or Commercial: (619)524-9174.

c. NAVFAC PWC-SW Facilities Support. For facilities and utilities requirements, contact Utilities Foreman, at DSN: 524-9224 or Commercial: (619)524-9224.

d. Transportation Support. For transportation needs, contact SCI Transportation Foreman, at DSN: 524-9160/9162 or Commercial: (619)524-9160/9162.

e. Port-A-Johns. Your organization will need to establish a DD Form 2275 funding document. Specify that you want to establish an Emergency Service Account for Labor and Material on board SCI. Marines use a MIPR. Contractors use a company check.

Send your funding document/MIPR or Contractors company check to:

Naval Facilities Engineering Command (NAVFAC-SW)
Attn: NWCF Financial Management
Southwest Working Capital

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1220 Pacific Highway
San Diego, CA 92132-5190
Thomas Niday Utilities Supervisor (619)524-9125
Fax: (619)532-4085/2490 Phone: (619)532-3488

f. Crane and Rigging. Contact Naval Base San Diego (NBSD NAVFAC PWC-SW Crane Operations Supervisor, at (619)556-7619. Separate DD 2275 Forms are required for each specific transaction, e.g., vehicles, crane or tractor service.

17. NAVFAC PWC-SW Public Works Support: Civilian Contractors.

a. Civilian contractors must contact NAVFAC PWS-SW Comptroller, at (619)532-3488 to establish a one-time work event. A letter with company letterhead must be sent to the comptroller with the following information:

- (1) Point of Contact for billing.
- (2) Point of Contact for questions.
- (3) A Tax ID number.
- (4) Estimate of Work.
- (5) Person/Company giving the estimate.
- (6) A detailed list of the services required.

b. Civilian contractors performing recurring work on SCI must provide the same information required above plus the following:

- (1) Government contract number.
- (2) Expiration date of the contract.

c. The following is required to establish a private party account with NAVFAC PWS-SW:

(1) All customers requesting a new account are required to issue a memo on their company letterhead. The following information must be included in this memo.

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- (a) Type of services requested.
- (b) Start date and end Date (estimated if necessary).
- (c) Point of contact information: Name, Phone, Fax, Email.
- (d) Billing address.
- (e) Tax ID number.
- (f) A cost estimate in writing from the department in which services are provided. It should consist of three month estimated service and or a one-time cost including surcharge amount for non-federal. Also, estimate should have point of contact information from the department providing services.

18. Off-Limits Areas. The following areas are off-limits to all personnel except those directly assigned to:

- a. The fuel farm, Space and Naval Warfare (SPAWAR) facilities south of the fuel farm and SPAWAR facilities at NOTS Pier.
- b. The Sand Dunes on the northwestern shore of the island, except by written consent of the Officer-in-Charge.
- c. All facilities at Mount Thirst.
- d. Shore Bombardment Area (SHOBA).
- e. SCI magazine area located approximately one half mile southwest of the VC-3 area (Camping, pyrotechnics, fires, and ordnance usage are prohibited within 100 feet of the perimeter fence. Permission to pass through this area must be obtained from Security and SCI Navy Munition Command Annex (619)524-9130).
- f. Basic Underwater Demolition/SEAL (BUDS) Camp and Maritime Operations (MAROPS) areas. For access contact MAROPS Staff at (619)524-9117 or BUDS at (619)524-9322.

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g. All established UXO Restricted Access Areas (RAA). RAA cards can be obtained through government sponsor, from SCORE OPCON or by visiting www.score.net. Safety Zones have been established around the entire perimeter of SCI to support usage of island range facilities. All personnel are required to check the SCORE Schedule website at <https://www.scisland.org> for an explanation of Safety Zone regulations and current status of ranges prior to engaging in any offshore or coastal activity.

Note: Only personnel on official business having permission from Range Coordination Center (RCC) or SCI Officer-in-Charge, may drive beyond the signs that restrict access to range training areas. Personnel must stay on existing roads and maintain radio communications with RCC. No intrusive or ground disturbance activities (to include driving off-road) will be conducted.

19. Recreation.

a. Fishing on SCI requires a valid California fishing license and compliance with all applicable state and federal laws. Fishing is not authorized within Wilson Cove or Safety Zone G (Northwest side of SCI in vicinity of BUDS/MAROPS facility) at any time. Fishing is only authorized in the vicinity of West Cove. All personnel must check in with Port Operation duty officer at (619)524-9222 to ensure no Amphibious Operations are being conducted. Status of all Safety Zones can be accessed at <https://www.scisland.org>. For more information, contact Island Operations.

b. Swimming is authorized in a designated area of Wilson Cove. All personnel must obtain permission and check in with Port Operations duty officer at (619)524-9222.

c. The Island Recreation Committee offers a variety of Recreational equipment for service members and civilian personnel. Some of this equipment includes: kayaks, paddle boats and outside striders. All hands SHALL sign an Island Recreation Committee Waiver and Release Liability waiver. To obtain a copy of the waiver contact the IRC Chairman at (619)456-1983 or the IRC Co Chairman at (619)572-9548. In the event that either IRC Chairman or Co Chairman is unavailable, contact the Command Duty Officer (CDO) at (619)571-9512.

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d. No hunting of any kind is authorized on SCI.

20. Salty Crab Bar and Restaurant.

a. Last call at the Salty Crab is 2130 with all alcohol purchases ending at 2145. Salty Crab will be secured at 2200.

b. Consumption of alcohol is prohibited while in uniform. All patrons must be at least 21 in order to drink alcohol and no alcohol is permitted to leave the premises.

Note: As Per Navy MWR Instruction, patrons are only allowed to be in possession of one alcoholic drink at any given time.

c. Visiting commands will provide one uniformed shore patrol on station for every five patrons that are consuming alcohol. Shore Patrol must report to SCI Security, Building 60151 to receive Shore Patrol arm bands.

Note: Failure to comply with San Clemente Island Security or designated Shore Patrol will result in permanent banishment from the Salty Crab and possible administrative action by the Officer-in-Charge.

e. For further information contact Morale, Welfare, and Recreation (MWR) at (619)524-9143.

21. SCI Barge Operations.

a. Prepare two DD 1149 forms (one to and one from SCI). The DD 1149 should include: Transportation Account Code (TAC), DODAC, requisition number; description of cargo, total weight, square footage, and POC at destination (SCI or San Diego), to include Name and Phone Number. The document must be signed by the TAC Code Manager or designated representative. Fax the completed DD 1149 to Mr. Darryl Beckham, NALF/SCI Logistics Supervisor, at (619)524-9153. Voice DSN 524-9156, COMM (619)524-9156. NALF, San Clemente Island Barge personnel can be reached at DSN 524-9154, COMM (619)524-9154 or email darryl.beckham@navy.mil.

b. Materials must be delivered to Pier 14, Naval Base San Diego, on Tuesday by 0800 for shipment to SCI via the barge.

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All material shipped from SCI to Naval Base San Diego must be picked up at Pier 14 upon completion of the barge offload on Thursday, but no later than (NLT) 1400. For assistance contact LT Jason E. Thomas COMM (619)545-7471, Fax (619)545-7445 or jason.e.thomas4@navy.mil or Mr. Jorge Pena COMM (619)556-1573, Fax (619)556-5826 or jorge.pena@navy.mil. All other arrangements must be cleared with Barge Operations Manager Mr. Darryl Beckham at (619)524-9156 (work) or (619)524-9153 (fax).

c. Authorized Contractor Company's requiring transport use of the barge to and from SCI must contact Ms. Sabrina Vicars, Management Analyst, NAVSUP Fleet Logistics Center (FLCSD), 3985 Cummings Road, Code 340, San Diego, CA 92136; Commercial phone (619)556-2284, DSN: 526-2284, email: sabrina.vicars@navy.mil.

d. It is imperative that Contractor Company's initiate the barge transport process with Ms. Vicars at least 6 weeks in advance. This is to ensure checks to fund transport use of the barge can clear the U.S. Treasury. The U.S. Treasury's check processing takes a minimum of 6 weeks to clear. Once cleared, the deposited money is used to fund the Transportation Account Code (TAC) required for materials to be shipped on the barge.

22. Ship's Store Division.

a. Ship's Store Division operates:

(1) The Retail Store (located in Bldg. 60127) - Cash or credit card purchases only.

(2) The Barbershop (located in Bldg. 60101).

(3) Change machines.

(4) The Automated Teller Machine (ATM) (located outside of the ship's store) - \$1.00 surcharge per transaction (maximum transaction is \$100.00).

Note: If phone service is interrupted the ATM will not operate, so ensure that you have plenty of cash (ATM is not refilled every day).

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b. The barbershop provides free haircuts to all active duty personnel on island. The sign-up sheet is located at the Ship's Store.

c. Alcohol for officially sanctioned command functions can be obtained by routing a special request chit to NBC Executive Officer via NALF, SCI OIC (see Admin dept. for format).

d. For more information, contact the Ship's Store Officer at (619)514-9146.

23. Tenant Command Responsibilities. The following are recognized tenant commands on SCI: Branch Medical, BUDS, Seabees DET, FACSFAC, FEDFIRE, MAROPS, MWR, NAVFAC PWC-SW, NBC Weapons, NRO, NUWC, SCORE, and SPAWAR. All tenant commands are fully responsible and accountable for the actions or omissions of their sponsored contractors and training groups and will comply with the following:

a. Ensure that the appropriate island access procedures are followed.

b. Ensure that the appropriate Operational Area (OPAREA) User's Request has been submitted and that the appropriate OPAREA Reply has been received prior to gaining access to SCI.

c. Ensure a thorough in-brief has been conducted and that all personnel fully understand all regulations and restrictions that pertain to SCI.

d. Ensure that anyone conducting ground disturbing activities has, at a minimum, a class 2 UXO Technician escort while engaged in those activities.

24. Waterfront/Pier Operations.

a. Written approval to moor vessels, stage or store equipment, vehicles and/or boats in Wilson Cove will only be granted by the Island Operations Officer at (619)524-9361.

b. Vessels with prior written approval SHALL contact the Waterfront Supervisor via marine band radio on channel 06 or 16

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(Call Sign, "Control Bravo"), and request permission to approach and enter Wilson Cove.

c. During barge days (typically Wednesdays) the pier area is secured and access by all unnecessary personnel is restricted.

25. Weapons.

a. For information, contact the SCI Explosive Safety Officer (619)524-9135 or the SCI Ordnance Supervisor (619)524-9130.

b. Ordnance Deliveries. Arms, ammunition, and explosives (AA&E) destined for delivery to units operating on SCI will normally be scheduled to arrive via the monthly SCI Ammo Barge. The Ammo Barge departs NAS Naval Base Coronado's Bravo Pier on the second Tuesday of each month. For more information, contact the SCI Ordnance Supervisor. No personal weapons are authorized on SCI to include but not limited to B.B. Guns, Airsoft, Slingshots, Blowdarts, Spears, throwing stars, nun chucks, etc. Possession/Storage of such items is a chargeable offense under the UCMJ. This includes flights on Berry Aviation.

26. Training Area/Range.

a. FACSACINST instruction 3550.1 series, Range User Manual (RUM), is the source document for range operations. All users shall schedule Shore Bombardment Area (SHOBA) range times with the Southern California Offshore Range (SCORE).

b. Prior to issuing key(s), SCI Security will verify that personnel are on the SCORE schedule. Only then will personnel be issued a SHOBA key for their day/night events.

c. Keys must be returned to Security NLT one hour after the range event is finished. If keys are not returned and accounted for prior to commencement of next event, that event, along with all subsequent events are subject to cancellation.

d. No SHOBA keys will be kept overnight or over consecutive days without the explicit permission of the Range Manager. The

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Range Safety Officer (RSO) will verify that the range is cold and notify the Range Manager of his intentions.

e. Emergencies. Emergency response personnel shall first contact the Range Manager to verify that the range is cold prior to entering SHOBA. THERE WILL BE NO EXCEPTIONS.

Note: All inquiries relating to the use of any ranges shall be made to SCORE at area code (619)313-2339, (619)313-2450, (619)313-2451. Any activities involving construction or contract work must be coordinated with Island Operations prior to conducting the activities. Island Ops and Range Manager will coordinate to maximize the situational awareness of all concerned up to and including NALF and SCORE Officer-In-Charge.

27. SCI Contact Information.

- | | |
|---|---------------|
| a. Fire, Medical or Security Emergency Call | (619)524-9911 |
| b. Officer-In-Charge | (619)524-9131 |
| c. Assistant Officer-In-Charge | (619)524-9361 |
| d. Senior Enlisted Leader | (619)571-9556 |
| e. Air Operations Officer | (619)524-9000 |
| f. Island Operations Officer | (619)524-9361 |
| g. Administrative Officer | (619)524-9129 |
| h. Security Officer | (619)524-9099 |
| i. Security Dispatch | (619)524-9243 |
| j. Explosive Safety Officer | (619)524-9135 |
| k. FEDFIRE Battalion Chief | (619)524-9210 |
| l. FEDFIRE Station 10 (Wilson) | (619)524-9212 |
| m. FEDFIRE Station 11 (Airfield) | (619)524-9199 |

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n.	FEDFIRE Station 11 Captain	(619)524-9338
o.	Weapons Officer	(619)524-9130
p.	Waterfront Watch	(619)524-9331/9222
q.	Air Terminal Manager	(619)524-9229
r.	Air Terminal (SCI)	(619)524-9182
s.	Air Terminal (NBC)	(619)545-6350
t.	Airfield Services LCPO	(619)524-9247
u.	Air Traffic Control	(619)524-9246/9307
v.	Financial Assistant	(619)524-9132
w.	Barge Operations	(619)524-9156 (Work) (951)331-5192 (Cell) (619)524-9153 (Fax)
x.	Ship's Store Officer	(619)524-9159/9146
y.	Billeting Officer	(619)524-9202/9204
z.	PWC Maintenance Support	(619)524-9174
aa.	PWC Facilities Support	(619)524-9224
ab.	PWC Transportation Support	(619)524-9160/9162
ac.	SCI Self-Help	(619)524-9134 (LPO) (619)571-2805 (Duty Phone)
ad.	PWC After Hours Emergency	(619)524-9223
ae.	Emergency Service Desk	(619)524-9123
af.	MWR Representative	(619)524-9143
ag.	BUDS	(619)524-9322

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ah. MAROPS	(619)524-9115/117
ai. Facilities Mgmt Liaison	(619)524-9473
aj. SCI Range Manager	(619)524-9112
ak. Ass't SCI Range Manager	(619)524-9112
al. Environmental/Natural	(619)524-9022
am. Command Duty Officer	(619)571-9512

28. SCI Facility Business Hours.

a. Air Field.

(1) Monday-Thursday	0600-1800
(2) Friday	0800-1600
(3) Saturday/Sunday/Holidays	Closed

b. Gas Station.

(1) ProKey Operations	
(a) Monday - Friday (24 hrs)	
(2) Manual Operations	
(a) Monday - Thursday	1100-1200
(b) Friday	0900-1000
(c) Sat/Sun/Holidays contact CDO	(619)571-9512

c. Diesel Station.

(1) Monday	1300-1400
(2) Tuesday-Thursday	0800-0900/1300-1400
(3) Friday-Sunday/Holidays	CLOSED

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d. Galley.

(1) Breakfast

(a) Monday-Friday 0545-0700

(b) Saturday/Sunday/Holiday 0700-0900

(2) Brunch

(a) 1030-1200

(3) Lunch

(a) Monday-Thursday 1030-1230

(b) Friday 1100-1230

(c) Saturday/Sunday/Holiday (Brunch)

(4) Dinner

(a) Monday-Thursday 1700-1830

(b) Friday 1700-1800

(c) Saturday/Sunday/Holiday 1700-1800

e. Ship's Store.

(1) Monday-Friday 1000-1200/1300-1600/1700-1730

(2) Saturday 1200-1600

(3) Sunday/Holidays 1300-1500

f. Barbershop.

(1) Tuesday 1300-1500

g. Salty Crab Club.

(1) Monday-Sunday 1600-2200

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h. Car Wash.

(1) Wednesday/Friday 0700-0900

(2) Tuesday/Thursday 1200-1400

i. Gym.

(1) Bldg 61008/60127 Open 24/7

FY 2012
Guidance to establish a Private Party Account at
Northwest and Southwest Naval Facilities Engineering Commands
This guidance is for services requested 5 months or Less

All customers requesting an account with NAVFAC SW/NW are required to submit Memorandum request for services on their company letterhead. The following information is essential and required on the Memo. If any information is missing it may be rejected.

1. **Type of services?** Specify as necessary what type of service I.E water, sedan, crane etc...
2. **Where?** BASE, bldg # Bldg, Street address
3. **On base in support of?** (contract # if applicable)
4. **Start date and end date?** (if necessary estimate the end date)
5. **Points of contact Information?** Billing, site Manager: Name, Phone, and EMAIL ADDRESS
6. **Company Billing Address**
7. **Tax ID #**

8. **Obtain a written estimate for the ADVANCE payment prior to services rendered. Contact the service department where the services are being requested on page 3 and 4 of this guidance to obtain the WRITTEN ESTIMATE which will determine the estimated cost of service(s).**

9. **Send the Estimate(s) and Memo via e-mail as attachments to:**
NAVFAC_SW_NWCFARIncomingFundingDocuments_Private@navy.mil

After submission of the memo and estimate, to the EMAIL address above and ADVANCE funds are received the account information will be provided to the customer and product lines within 1-2 business days.

Online payment via credit card or check is ***accepted*** and encouraged for faster efficient service.

*Prior to making a payment online contact NAVFAC SW accounting personnel listed below. Accounting information will need to be assigned to in order to complete the online form. (Bill# & Customer Id#).

To make payment go to : <https://www.pay.gov>

Go to the Search public forms box - Type in NAVFAC then press GO. It is **VERY** important to "Select the form according to the area" in which you receive service.

SW form ~ California & Nevada **OR** NW form ~ Washington State

VIA mail – Check/Money order should be payable to: **Disbursing Officer, DFAS Cleveland** and send it to:

NWCF Financial Management
Attention: AR Code FM14/WRRF14
1220 Pacific Highway
San Diego, CA 92132-5190

Check/money orders are accepted at the 1220 compound business hours are 8:00am to 4:30 pm.
Prior notice is ***appreciated***. For account set up and payment assistance contact:

Last Updated 10-06-2011



FY 2012
Guidance to establish a Private Party Account at
Northwest and Southwest Naval Facilities Engineering Commands
This guidance is for services requested 5 months or Less

Caroline Morten at (619)532-3488 / April Perez (619)-532-1634
NAVFAC SW (San Diego METRO area Financial Analyst)

Note: Please be sure the estimate for advance includes FY12 surcharge *of 6.1%* per Department of Defense Financial Management Regulation Volume 11A Chapter 1.

Attached on page 5 and of this guidance you will find a sample of a fund status report (Fun56k). This report is sent monthly to the e-mail address(s) provided on your company memorandum. **Billing questions can be answered by the financial analyst for the base in which services were provided.** Please see page 3 and 4 regarding point of contact for billing questions.

WAIVER AND RELEASE OF LIABILITY MUST BE SIGNED

Name	Dept/Division	Rank/Position

I hereby release Commander, Naval Base Coronado, Welfare and Recreation Program, the San Clemente Island Recreation Committee, production companies, and all municipal agencies whose property and/or personnel are used, and other sponsoring or co-sponsoring agencies or individuals, and their employees from responsibility for any injuries or damages I may suffer as a result of my participation in this event. As a participant, I certify that all information provided on this form is true and complete.

X _____

Signature of participant (or parent/guardian if under 18 years of age)